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## CITY OF FOREST PARK

### Human Resources Department

785 Forest Parkway  
Forest Park, GA 30297

(404) 366-4720

[www.forestparkga.gov](http://www.forestparkga.gov)



CITY OF  
**FORESTPARK**

## HUMAN RESOURCES DEPARTMENT



CITY OF  
**FORESTPARK**  
*- city for every season*

INFORMATION GUIDE



The City of Forest Park offers competitive salaries with excellent benefits. Full-time employees are eligible for benefits 30 days following their date of hire.



### SUPPLEMENTAL BENEFITS

- AFLAC
- Colonial

### ANNUAL LEAVE

- 6 months -9 years = 12 equivalent days per year
- 10 years – 19 years = 15 equivalent days per year
- 20+ years = 20 equivalent days per year

### SICK LEAVE

- 12 equivalent days per year

### HOLIDAYS

- 11 paid holidays per year

### EMPLOYEE ASSISTANCE PROGRAM

- Max Empowerment, LLC

### DEFERRED COMPENSATION PLAN

- Empower Retirement
  - Employees are enrolled in a deferred compensation plan 30 days after employment.

### HOW TO APPLY

The City of Forest Park no longer accepts paper applications. Please visit our website at [www.forestparkga.gov](http://www.forestparkga.gov) and follow the steps listed below:

- Click on **Departments**
- Choose **Human Resources**
- Click on **Job Opportunities**

Once you see the position that you wish to apply for click on “Apply Now”. This will prompt you to create an account. Once you register, you will be able to apply for any job the city has posted.

Please note that you will have the option to attach your resume and cover letter. If you have any questions with this process, please feel free to call our direct number (404) 366-4720.

### OVERVIEW

The Human Resources Department provides support to the City’s Management Staff, employees, and City Council in the area of Employee Relations, Health, Safety, Recruitment, Compensation/Classification, and Benefits Administration.

### MISSION STATEMENT

The Human Resources Department goal is to ensure that we are in compliance with State & Federal guidelines and all applicable labor laws. We also strive to foster relationships with employees and provide a safe and professional environment.

### CONTACT US

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